Newcastle City Council

Job Description

Post Title: Access and Attendance Assistant A4330

Evaluation: **Grade:** N5 **Points:** 440

Responsible to: Access, Admissions and Attendance Service Manager

Responsible for: N/A

Job Purpose: To support the LA to meet its statutory responsibilities in relation to irregular school attendance and children missing from education and to return children and young people to education suitable for their age and needs

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To maintain positive working relationships with a broad range of internal and external stakeholders and specifically education professionals both in and out of the authority including schools.

2. To maintain a good understanding of current legislation and statutory procedures around school attendance, elective home education, exclusions, children missing education and safeguarding children.

3. To clearly explain complex education related information to a range of professionals, particularly around legal sanctions for non school attendance, and provide advice, guidance and interpretation of internal and external policies.

4. To liaise with, support and challenge attendance officers and senior management teams in schools regarding the provision of child specific information to inform the statutory processes around attendance and children missing education.

5. To maintain robust data and recording systems, support with collation and preparation of evidence for court, and produce and present statistical analysis.

6. To support the service in home visits with parents, parent/carer interviews, school visits and attend a range of professional meetings.

7. To support the production of printed and online information for schools, parents/carers, children and young people to explain parent and children's rights, the legal processes and potential consequences, and promote the importance of education and good attendance.

8. To escalate evidence of ineffective safeguarding practice around children missing education within the Access and Attendance Service.

9. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.